

The New HACCP Requirements: What to do now?

Homework Assignment – 12 step program to help you stay on track for the upcoming training this fall...

- ☐ 1. Inform administration of the new USDA HACCP mandates and their role in assisting you in meeting your needs for the upcoming school year.
- ☐ 2. Obtain floor plans for your food service sites—You may need to contact your Facilities or Maintenance department. (You will need this information for the “**Establishing Facility Capabilities**” step in developing your HACCP plan.)
- ☐ 3. Begin to think about and document budgeting resources to meet the new HACCP mandates (time, personnel and budget dollars). Think about what areas you need help with and what resources are available?
- ☐ 4. Form your HACCP team as soon as possible—if staff leave for the summer, try to form your team prior to the summer break.
- ☐ 5. Distribute copies of the “**Serving it Safe**” **Food Safety Checklist** to each site manager and/or your area supervisors. Ideally, these should be completed and returned before the summer break.
Tip 1: Inform your staff that the purpose of this exercise is to ensure that they have the tools and training needed to meet the new USDA HACCP mandates. Truthful and accurate responses on the checklist are crucial for subsequent steps in HACCP to be productive.
- ☐ 6. If staff and time permit, begin to analyze existing programs using the **Prerequisite Checklist**.
- ☐ 7. If staff and time permit begin to analyze existing programs using the **Standard Operating Procedures Checklist**.

ENJOY THE SUMMER BREAK !!

- ☐ 8. Conduct an equipment inventory of each site when managers return/ before students come back to school.
- ☐ 9. When staff returns from the summer break, place high priority on Steps 6 & 7, if they are not already completed. Then you will be ready to perform your **Gap Analysis** and begin developing plans to fill in the gaps.
- ☐ 10. Develop **Flow Diagrams** based on menu item groupings and facility capabilities.
- ☐ 11. Perform a **Hazard Analysis** at each food service site.
Tip: The information gathered in Step 5 and your site floor plans will prove very helpful. This step is probably best done by someone other than the site manager. Fresh eyes can be very beneficial.
- ☐ 12. Begin the process of modifying your standardized recipes to include CCPs and updating your preparation and production documentation to include HACCP.
Tip: If staff is available, this would be a great summer project.